

## Five-Year Forecast Submission Directions

Ohio revised code requires all city, local, exempted village, and joint vocational school districts to submit an initial five-year forecast by **November 30th** and an update by May 31st of each year. The district must submit the forecast electronically through the EMIS Data Collector.

There are 2 parts to a five-year forecast submission:

1. **QF** – This is the district’s financial data. It is submitted to EMIS, and is required with every submission. All submissions must include 67 rows of data that match the EMIS file layout from **Section 7.2 of the Current EMIS Manual found here:** <http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Current-EMIS-Manual> (Note: Line 7.020 must be reported. It is listed in Section 7.2, Table 5 to the right under object codes.)
2. **Notes in PDF or TXT** – Beginning in FY18, districts are required to submit a .pdf or .txt document through EMIS. This allows districts to fully explain their financials using text, charts, graphs, etc.

### I. Instructions for submitting QF financial data via the EMIS Data Collector

- Go to the “Collection Requests” tab within the Data Collector and locate the folder below:



#### **Five Year Forecast - Required Spring Update (FY18)**

FY18-P-FYF 2 May: Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial ...

<b>Submissions:</b> yesterday - May 31, 2018 (62 days till close)
<b>Version:</b> 5
<b>Status:</b> This collection has never been submitted.
<b>Submission Number:</b> 1 (attempt 0)
<b>Actions:</b> <a href="#">Start Collection</a> <a href="#">Add New Scheduled Collection</a> <a href="#">Set Default Collection properties</a>

- Select “Start Collection.” The user will be directed to the following page to select the data source location for the submission:

### Five Year Forecast - Required Spring Update (FY18)

Start Collection — Submission Number 1 (attempt 0)

To start data collection, choose the data sources from which to collect data. You may exclude some of the data sources now and resume data collection later, by clicking the Start/Stop Collection action on the Collection Requests Summary page.

[Start Data Collection for all items checked below](#)

EMIS Formatted Files		
Data Sources	Availability	Collection Status
<input checked="" type="checkbox"/> EMIS flat files	<a href="#">Ready</a>	Not Started

**Scope of execution**

**Perform:** ☐ Collect Only ☒ Collect and Prepare

- Select “Collect and Prepare” and follow the instructions to submit the data. The file will be checked for data integrity. If there are exceptions(errors) in the submission, the file will not be submitted to ODE. If the data passes all validation checks it will be submitted to ODE.

## New for the FY18 Required Spring Update:

All forecasts that present the following errors will be rejected in full:

1. Rounding errors greater than fifty cents per line.
2. Fatal exceptions on one or more rows.
3. If a required line number (row) is missing.

- As you see in the screenshot below, there is not a “Certify & Submit” action in the red section and on the right in blue it indicates “Level 1 Validations” (errors).



**Five Year Forecast - Required Spring Update (FY18)**  
FY18-P-FYF 2 May: Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial ...

**Submissions:** yesterday - May 31, 2018 (62 days till close)  
**Version:** 5  
**Status:** Data Collection has been prepared today at 02:00:30 PM and is available for preview or certification.  
**Submission Number:** 2 (attempt 1)  
**Actions:** [Start/Stop Collection](#) [Prepare](#) [Cancel](#) [Add New Scheduled Collection](#) [Edit Default Collection properties](#) **Prepare Outputs:** [Level 1 Validations](#) [Preview Prepared Data](#)

- Click on “Level 1 Validations” to see the exceptions (errors) in the data submission. The screenshot show below is an example showing there are 68 fatal errors in the forecast error.

### Five Year Forecast - Required Spring Update (FY18)

Submission Number 2 (attempt 1), LEA: Development

Validation exceptions are listed by record type and exception severity.

To generate the exception report for one record type and/or exception severity click the link in the corresponding row and column.

Last Prepared: Today at 02:00:30 PM

Record Type	Fatal	Critical	Warning	Info	Total Lv1Er	Depnd Invalid	Valid Recs
<a href="#">Forecast Record</a>	68	0	0	0	68	0	0
<b>Total Counts:</b>	68	0	0	0	68	0	0

[Generate Full Validation Report](#)

- Click on the numbers in the various categories (here, 68) to see a list of all error codes. For a comprehensive list of error messages and explanations, please see EXHIBIT A at the end of this document.

- Once all fatal exceptions are corrected, an updated file must be loaded to the “Flat File Data Source” folder and the collection must be re-collected and re-prepared.

- When all 67 records are listed as valid (correct) and accepted, the submitter will see the following screen:

### Five Year Forecast - Required Spring Update (FY18)

Submission Number 2 (attempt 1), LEA: Development

Select the options and click on the Generate Preview link to create the preview.

Last Prepared: Today at 02:21:53 PM

#### Preview Types

☒ Detail

#### Output Options

Zip File: ☐ Download file as a compressed .zip (for faster downloads)

File Format: ☒ HTML  
☐ CSV

[Generate Preview](#)

File	Submission 2			Sub 1
	Valid	Invalid	Total	
 <a href="#">Forecast_Record.html</a>	67	0	67	67
Total counts: 67 0 67				

- After this occurs, the data can be submitted to ODE. Under the red actions section the “Certify & Submit” option is now available and there is no longer a link to “Level 1 Validations” on the right:



### Five Year Forecast - Required Spring Update (FY18)

FY18-P-FYF 2 May: Collection required for all city, exempted village, local, and joint vocational school districts. Five year forecast is a financial ...

Submissions: yesterday - May 31, 2018 (62 days till close)

Version: 5

Status: Data Collection has been prepared today at 02:35:08 PM and is available for preview or certification.

Submission Number: 2 (attempt 1)

Actions: [Start/Stop Collection](#)

[Prepare](#)

[Certify & Submit](#)

[Cancel](#)

[Add New Scheduled Collection](#)

[Edit Default Collection properties](#)

Prepare Outputs: [Preview Prepared Data](#)

- IMPORTANT: After the “Certify & Submit” link is clicked, the second part of the forecast – the .pdf or .txt file containing the forecast assumptions (notes) must also be submitted.

## II. Instructions for submitting the .pdf or .txt file via the EMIS Data Collector

- After all data is correct and the “Certify & Submit” link is clicked, the Data Collector will request the required assumption file. The screen below shows that a file is required to be added to the collection on the “Certify and Submit” page:

### Five Year Forecast - Initial Required (FY18)

Submission Number 4 (attempt 1) - Certification

This collection request requires attaching a file to this submission. Submission without this file is not possible. Select the file to upload.

#### File upload is: required


This file contains the assumptions regarding the Five Year Forecast.

File To Upload: [Choose File](#) | [No file chosen](#)

Required File Status: None (not uploaded)

[Upload File](#)

- If an incorrect file type is attached, the following message is received:

**Required File Status:**  File: 'REF\_FS\_VALID\_COMBIN.csv' has an unacceptable extension

The file extension must be one of: .pdf, .txt

- When a file is successfully added the screen will show:

**Five Year Forecast - Initial Required (FY18)**  
Submission Number 4 (attempt 1) - Certification

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This collection request requires attaching a file to this submission. Submission without this file is not possible. Select the file to upload.

**File upload is: required**

This file contains the assumptions regarding the Five Year Forecast.

**File To Upload:** Choose File No file chosen

**Required File Status:** ✔ File Uploaded

File: 'North Olmsted FYF Assumptions FY18.pdf' will be included with the submission

[Upload File](#) | [Remove File](#)

- Upon successfully uploading the forecast (QF) and the assumptions (Notes) the system will display the file name in the archive zip folder.

### III. Instructions to Verify Both Required Files were Successfully Submitted

- To be sure your submission was successfully received, select “Archive Display”. Below is a sample “Archive Display” screen. Once a submission is selected, the file name is displayed in the “Archive Zip” folder (the second screen shot below):

**Manage Archives**

To view prior submissions or previews archives, choose the appropriate filter options below and click on the List Archives link. Click on an archive file to download it.  
For deleted Collection Requests you may be able to find the archived submissions and previews using the Files tab.

**Filter Options**

Collection Request: FY18-P-FYF 1 Req Data Set: All School Year: All Last Activity Within: All

☐ Show closed collections

Archive Type: Submissions Only ☐ Combine all archived files into a single .zip file per Collection Request

[List Archives](#) | [Restore Defaults](#)

Archive File Name	Collection Request	Type	Submission	Version	Date Archived	File Size
<a href="#">Submission_2018P0000_2.zip</a>	FY18-P-FYF 1 Req (2018P0000)	Submission	2.2	2	Yesterday	(3777710 bytes)
<a href="#">Submission_2018P0000_2.zip</a>	FY18-P-FYF 1 Req (2018P0000)	Submission	3.1	2	Yesterday	(44028 bytes)
<a href="#">Submission_2018P0000_2.zip</a>	FY18-P-FYF 1 Req (2018P0000)	Submission	4.1	2	Today	(40951 bytes)

[Select All](#) | [Select None](#) | [Delete Selected](#)

#### Archive Display:

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
North Olmsted FYF Assumptions F...	Adobe Acrobat Document	39 KB	No	44 KB	12%	9/29/2017 11:18 AM
QF_FORECAST_REC.csv	CSV File	2 KB	No	7 KB	79%	9/29/2017 11:18 AM
Submitted_4.csv	CSV File	1 KB	No	1 KB	0%	9/29/2017 11:18 AM

Here you can see the assumptions (PDF) and the “QF” forecast file were successfully submitted. The forecast will be displayed within three business days on the public ftp site:

<ftp://ftp.ode.state.oh.us/geodoc/5-yrForecast/>



**EXHIBIT A:**

## Explanation of Error Messages

Error Number *	Error Level	Message	Description
QF.0001	Fatal	Invalid Option	The line number being reported is not valid.
QF.0005	Fatal	Value out of range	Percentage change can not be out of -999.99% to +999.99% range
QF.0007	Fatal	Element value cannot be blank	The line number can not be blank.
QF.1001	Fatal	Multiple Forecast Records with same Category Line Number	Duplicate lines have been reported.
QF.1015	Fatal	category 7.010 is not equal to prior year 7.020	Self explanatory.
QF.2010	Fatal	category 1.070 is not total of 1.010 thru 1.060	<p>Check values. Difference outside of acceptable tolerance (+/- 50 cents). Check calculating total before any rounding and then rounding cents to whole dollar for all values.</p>
QF.2011	Fatal	category 2.070 is not total of 2.010 thru 2.060	
QF.2012	Fatal	category 2.080 is not total of 1.070 and 2.070	
QF.2013	Fatal	category 5.040 is not total of 5.010 thru 5.030	
QF.2014	Fatal	category 6.010 is not 2.080 minus 5.050	
QF.2016	Fatal	category 9.080 is not total of 9.010 thru 9.070	
QF.2017	Fatal	category 10.010 is not equal to 7.020 - 8.010 - 9.080	
QF.2018	Fatal	category 12.010 is not total of 10.010 and 11.300	
QF.2019	Fatal	category 15.010 is not total of 12.010 and 13.030 and 14.010	
QF.2020	Fatal	category 4.500 not = (3.010 to 3.060) and (4.010 to 4.300)	
QF.2021	Fatal	category 5.050 is not total of 4.500 and 5.040	
QF.2022	Fatal	11.300 is not total of prev yr 11.300+cur yr 11.010 +11.020	
QF.2023	Fatal	13.030 is not total of prev yr 13.030+cur yr 13.010 +13.020	
QF.3011	Fatal	All records must be valid	Submission must have all rows as valid to be submittable to ODE
QF.3012	Fatal	Missing one or more records from source file	Submission must have all rows as valid to be submittable to ODE

\* Characters A-H after an error code refer to the 3 historical years and 5 projected years . A being the oldest record and H being the fifth year projection.